

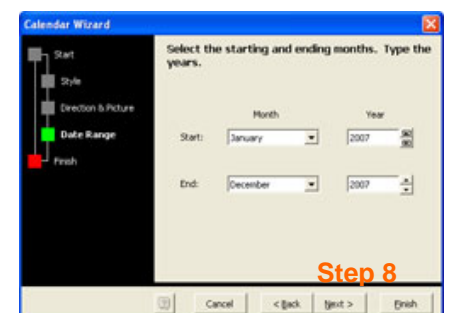
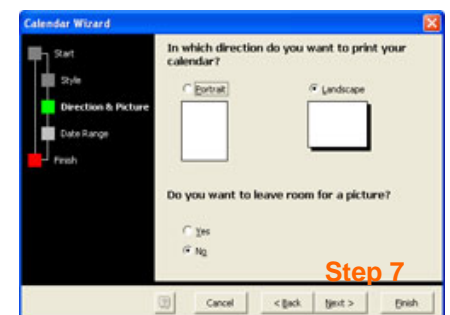
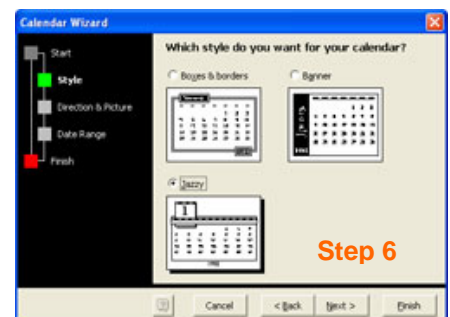
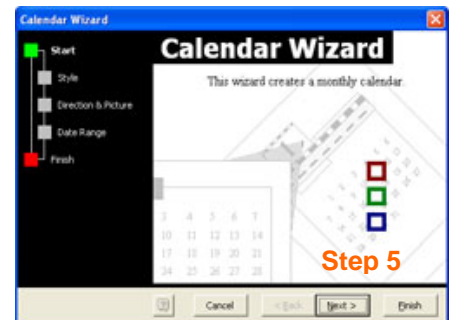
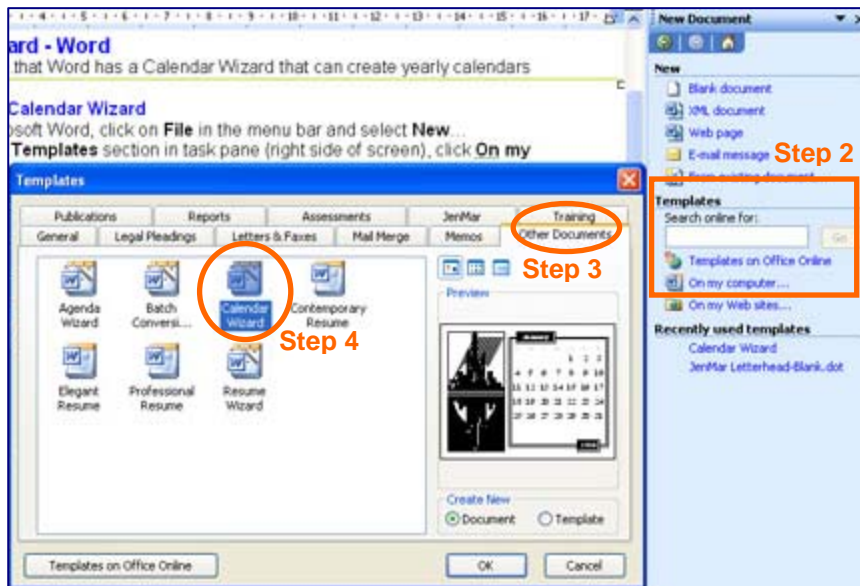
## Calendar Wizard

**Did you know...**...that Word has a Calendar Wizard that can create yearly calendars?

### How to use the Calendar Wizard

1. Start Microsoft Word, click on **File** in the menu bar and select **New...**
2. Under the **Templates** section in task pane (right side of screen), click **On my computer...**
3. Click on the **Other Documents** tab
4. Click on **Calendar Wizard**, then click on **OK**
5. The Calendar Wizard will be displayed.
6. Click next and select a **style**
7. Click next and select page **direction**
8. Click next and select required dates
9. Click Finish to see your new calendar(s).

### Example



### Tips

- Type your own text within a day of a calendar. A text box (on the Drawing toolbar) works well in this situation because it lets you put text anywhere on the calendar.
- Add pictures to your calendar, even within a specific day. Resize them so they fit just where they are needed.